

**Job Title: Executive Director**

**Organization: SHARE**

**Location: Midland, TX**

**Closing Date: Open until filled**

**Job Description:**

**POSITION OBJECTIVE:**

SHARE is a nonprofit organization providing programs for families who have children with special needs, including respite for both the children with disabilities and their siblings, support groups for siblings, parents and extended family.

The Executive Director is responsible to the Board of Directors and works closely with the Board President.

The Executive Director is the staff person held ultimately responsible for the overall administration, financial management and fund raising, program development, personnel administration, community/public relations, and Board relations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

The Executive Director will be responsible for the following:

Mission & Program:

- Thoroughly understands SHARE and its mission and policies, culture, values, history, key stakeholders, programs, finances, and strategic plan;
- Ensures that appropriate programs and services are provided in the service area consistent with community or identified needs and the organizational mission;
- Maintains a depth of understanding of program history, current program successes and potential for future innovations;
- Stays abreast of philanthropic, economic, and social and community trends related to the mission; ensure that staff and board are informed of changes in trends and initiatives that might impact the organization.

Board Development:

- Makes opportunities for board training available and known to board members, and encourages attendance
- *Promotes and facilitates* active participation by board members and supports effective board functions. Ensures committees have the information and support necessary to fulfill objectives.

#### Fundraising:

- Oversees and expands fundraising activities including individual giving, foundation grant support and foundation relationships, corporate participation and special fundraising events;
- Oversees implementation of a strategic plan to generate revenue through various fundraising efforts.
- Oversees planning and implementation of special events. Identifies, cultivates and solicits donors in collaboration with board members.
- Is accountable for compliance with all grant making entities and adherence to grant stipulations.

#### Human Resources:

- Directs the placement of human resources to facilitate accomplishment of New Directions' goals and objectives through effective recruiting, hiring, evaluation and feedback, training, developing, coaching, counseling and mentoring strategies.
- Ensures that employment and termination decisions are made on a timely basis consistent with all appropriate principles of human resources management;
- Establishes and maintains working relationships with staff, volunteers, individual donors, and corporate executives;
- Establishes and maintains effective relationships and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations and other voluntary agencies.
- Ensures maintenance and periodic board review of Human Resource Policy.
- Maintains all records and appropriate documentation regarding Human Resource management.

#### Public Awareness & Accountability:

- Conforms with and abides by all regulations, policies, work procedures, and instructions;
- Increases visibility of programs and services and maintains good public relations in collaboration with personnel and board members.
- Provide oversight to staff and volunteers with marketing responsibilities.
- Implements a marketing plan to increase visibility, publicity and education of the community through a variety of methods.

#### Financial Management:

- Ensures and periodically reviews financial policy and procedure.
- Facilitates completion of the IRS Form 990.
- On at least a quarterly basis, ensures the production and distribution of accurate financial statements for board review.
- Adheres to established financial controls and enforces adherence throughout the organization.
- Work collaboratively with the Finance Committee to support their oversight of financial matters.
- Operate within a board approved budget.

#### Technology:

- Creates and executes plans for maintaining and updating existing technology and resources.
- Acquires and allocates funds for technology resources

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree
- 2-5 years of demonstrated leadership experience
- Management experience with 5 or more employees
- Fundraising experience
- Grant writing experience
- Experience with special needs community
- Capital campaign experience a plus
- Nonprofit experience a plus

**SALARY RANGE:** \$70,000-\$80,000

**START DATE:** Flexible

**CLASSIFICATION**

- Exempt, full-time

**How To Apply**

Send resume to Laurie Johnson via email [ljohnson@nmc-pb.org](mailto:ljohnson@nmc-pb.org) or by mail to Nonprofit Management Center; 3500 North A Street, Ste. 2300; Midland, TX 79705